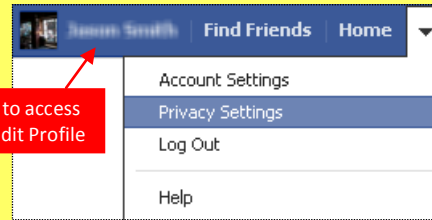## Social Networks - Do's and Don'ts

- Only establish and maintain connections with people you know and trust. Review your connections often.
- Assume that ANYONE can see any information about your activities, personal life, or professional life that you post and share.
- Ensure that your family takes similar precautions with their accounts; their privacy and sharing settings can expose your personal data.
- Avoid posting or tagging images of you or your family that clearly show your face. Select pictures taken at a distance, at an angle, or otherwise concealed. Never post Smartphone photos and don't use your face as a profile photo, instead, use cartoons or avatars.
- Use secure browser settings when possible and monitor your browsing history to ensure that you recognize all access points.

Minimizing your Facebook Profile

Click to access and edit Profile

Go to **Downward Arrow > Privacy Settings**

Access Facebook Privacy Setting Here

Facebook has hundreds of privacy and sharing options. To control how your personal information is shared, you should use the settings shown below (such as *Only Me*, *Friends Only*) for **(1) Privacy, (2) Connecting, (3) Tags, (4) Apps/Websites, (5) Info Access through Friends,** and **(6) Past Posts**.

1 Control Your Default Privacy

This setting will apply to status updates and photos you post to your profile from a Facebook app that doesn't have the inline audience selector, like the Facebook App for iPhone.

Change to "Friends Only"

Public | Friends | Custom

How You Connect
Control how you connect with people you know. — Edit Settings

How Tags Work
Control what happens when friends tag you or your content. — Edit Settings

Apps and Websites
Control what gets shared with apps, games and websites. — Edit Settings

Limit the Audience for Past Posts
Limit the audience for posts you shared with more than friends. — Manage Past Post Visibility

Block Lists
Manage your lists of blocked people and apps. — Manage Block Lists

2 How You Connect

Who can look up your profile by name or contact info? — Friends
Who can send you friend requests? — Friends of Friends
Who can send you Facebook messages? — Friends
Who can post on your Wall? — Friends
Who can see Wall posts by others on your profile? — Only Me

Learn more — Done

3 How Tags Work

Profile Review of posts friends tag you in before they go on your profile (note: tags may still appear elsewhere on Facebook) — On

Tag Review of tags that friends want to add to your posts — On

Profile Visibility of posts you're tagged in once they're on your profile — Friends

Tag Suggestions when friends upload photos that look like you — Off

Friends Can Check You Into Places using the mobile Places app — Off

Done

4 Choose Your Privacy Settings ▶ Apps, Games and Websites

Apps you use — You're using 1 app, game or website:
Yahoo! — August 22
Remove unwanted or spammy apps.
Turn off all platform apps. — Edit Settings

Limit Use of Apps

How people bring your info to apps they use — People who can see your info can bring it with them when they use apps. Use this setting to control the categories of info... can bring with them. — Edit Settings

Uncheck ALL Boxes

Instant personalization — Lets you see relevant information about... you arrive on select partner websites. — Edit Settings

Disable Personalization

Public search — Show a preview of your Facebook profile... using a search engine. — Edit Settings

Disable Public Search

5 Info accessible through your friends

Use the settings below to control which of your information is available to applications, games and websites when your friends use them. The more info you share, the more social the experience.

- Bio
- Birthday
- Family and relationships
- Interested in
- Religious and political views
- My website
- If I'm online
- My status updates
- My photos
- My videos
- My links
- My notes
- Photos and videos I'm tagged in
- Hometown
- Current city
- Education and work
- Activities, interests, things I like
- Places I check in to

Save Changes | Cancel

6 Limit The Audience for Old Posts on Your Profile

⚠ If you use this tool, content on your profile you've shared with more than your friends (ex: Public posts) on your Wall will change to Friends. Remember: people who are tagged and their friends may see those posts as well.

You also have the option to individually change the audience of your posts. Just go to the post you want to change and choose a different audience.

Learn about changing old posts

Limit Old Posts to Friends Only

Limit Old Posts | Cancel

Do not login to or link third-party sites (e.g. twitter, bing) using your Facebook account. "Facebook Connect" shares your information, and your friends' information, with third party sites that may aggregate and misuse personal information. Also, use as few apps as possible. Apps such as Farmville access and share your personal data.

Profile Settings

Apply and save the **Profile** settings shown below to ensure that your information is visible to <u>only</u> people of your choosing.

Jason Smith

Born on May 25, 1978 · Add where you work · Add your school · Edit Profile

Work and Education — Edit

Employer:	Where have you worked?
College/University:	Where did you go to college/university?
High School:	Where did you go to high school?

Change to Only Me

Click on **Info** tab to start editing

- Wall
- Info
- Photos
- Notes

Find Friends
- Best Friends
- Coworkers
- Classmates

Add a Badge to Your Site

Arts and Entertainment — Edit

Share Your Interests

Add Music · Add Books · Add Movies · Add TV Shows · Add Games

Activities and Interests — Edit

Other: Salon, NPR Music, Words With Friends

Basic Information — Edit

Sex: Male

Contact Information — Edit

Emails:	jason.smith7825@yahoo.com
	Add / Remove Emails
IM Screen Names:	AIM
	Add another screen name
Phones:	Mobile United S
	Add another phone
Address:	
City/Town:	
Zip:	
Neighborhood:	
Website:	

Change to Only Me (Emails)
Change to Friends Only (Phones)
Change to Only Me (Address)
Change to Friends Only (Website)

Save Changes

Music:	What music do you like?
Books:	What books do you like?
Movies:	What movies do you like?
Television:	What TV shows do you like?
Games:	What games do you like?

Change to Friends Only

Save Changes

Activities:	What do you like to do?
Interests:	What are your interests?

Change to Friends Only

Save Changes

Other Pages You Like

Current City:	
Hometown:	
I Am:	Male
	☑ Show my sex in my profile
Birthday:	May 25 1978
	Show my full birthday in my profile.

Change to Only Me

Show Birthday

Interested In:	☐ Women ☐ Men
Languages:	
About Me:	

Change to Friends Only

Save Changes

Deactivating / Deleting Your Facebook Account

Security Settings

Secure Browsing	Secure browsing is currently **disabled**.	Edit
Login Notifications	Login notifications are **disabled**.	Edit
Login Approvals	Approval is **not required** when logging in from an unrecognized device.	Edit
Recognized Devices	No recognized devices.	Edit
Active Sessions	Logged in from **New York, NY, US** and 2 other locations.	Edit

Deactivate your account.

To **deactivate your Facebook account**, go to **Account Settings** and select **Security**. To reactivate your account log in to Facebook with your email address and password.

To **delete your Facebook account**, go to **Help Center** from the account menu. Type **Delete** into the search box. Select **How do I permanently delete my account** then scroll down to submit your request here. Verify that you want to delete your account. Click **Submit**. FB will remove your data after 14 days post security check.

Useful Links

A Parent's Guide to Internet Safety	www.fbi.gov/stats-services/publications/parent-guide
Wired Kids	www.wiredkids.org/
Microsoft Safety & Security	www.microsoft.com/security/online-privacy/social-networking.aspx
OnGuard Online	www.onguardonline.gov/topics/social-networking-sites.aspx